

**TRAINING
BUYERS
OCGA
GPM**



Department of Administrative Services State Purchasing

Vendor's Guide to eQuote

Department of Administrative Services
State Purchasing Division

REQUEST FOR QUOTE

50-5-51. Power, authority, and duty of department.

The Department of Administrative Services shall have the power and authority and it shall be the department's duty, subject to this part:

(1) To canvass all sources of supply and to contract for the lease, rental, purchase, or other acquisition of all supplies, materials, services other than professional and personal employment services, or agencies under competitive bidding in the conditions provided for in this article;

Department of Administrative Services
State Purchasing Division

PURCHASE ORDER

Department of Administrative Services
State Purchasing Division

CONTRACT ASSESSMENT REPORT

Contract Number: _____ Effective Date: _____ Expiration Date: _____

	Did Not Meet	Met	Exceeded	Not Applicable
Delivery				
a. Delivery made in accordance with requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Time of delivery appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Delivery made to correct destination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Proper method of delivery used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Authorized person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Delivery received in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality				
a. Met specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Use of all materials authorized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Satisfaction with workmanship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. State property left in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Material better than items provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other				
a. Service matched performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Weight measured in compliance with invoice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Correct quantity shipped and received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Customer satisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Signature: _____ Date: _____

APD Signature: _____ Date: _____

Revised September 27, 1999

**APO
CONTRACTS
PURCHASING**

March 2007

Department of Administrative Services
State Purchasing

Vendor's Guide to eQuote

Preface

Introduction

This manual has been produced as a tool to help you understand eQuote and to respond to eQuote bids when you receive an email inviting you to participate in an eQuote solicitation. Our hope is that you will find this manual valuable.

DISCLAIMER

Due to changes and updates to the eQuote system, it is possible this manual may become obsolete or outdated. The vendor is responsible for checking the web periodically for updates and revisions to this document. If changes have occurred, it is recommended that the vendor print the entire manual from this website to obtain a current copy.

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Section 1: Introduction to eQuote

This Vendor's Guide to eQuote is being provided to help you use eQuote.

eQuote is a procurement sourcing and solicitation tool that enables agency buyers to electronically send out informal bid opportunities valued between \$5,000.00 and \$49,999.99. The eQuote system then, in turn, allows the contacted vendors to electronically respond to the bid opportunity. Once bids have been submitted and the bid closing date and time have been reached, buyers are able to evaluate submitted bids, make an award decision, and notify vendors of the award decision.

e-Quote is an alternative to faxing small value purchase requests between \$5,000 and \$9,999 and to posting solicitations between \$10,000 and \$49,999.99 to the Georgia Procurement Registry (GPR). It is user-friendly and requires minimal instruction. The eQuote system was specifically designed for simple informal solicitations and is not to be used when splitting of bids; therefore, one vendor must be able to supply all line items requested for each quote. Award decisions are based solely on which is the lowest responsible and responsive bid. Thus, RFP bid opportunities and more complex RFQ bid opportunities will still use the GPR to deliver the solicitation information to prospective suppliers.

To participate, the vendor must be registered on the Vendor Registration System.

Registering on the Vendor Registration System

To register on the Vendor Registration system, the vendor needs to go to the DOAS webpage at: <http://www.doas.georgia.gov>,

Locate the DOAS web page at: <http://www.doas.georgia.gov>



Click:
[State Purchasing](#)

Click: [State Purchasing](#) under **Quick Links to...**

The following screen will appear:

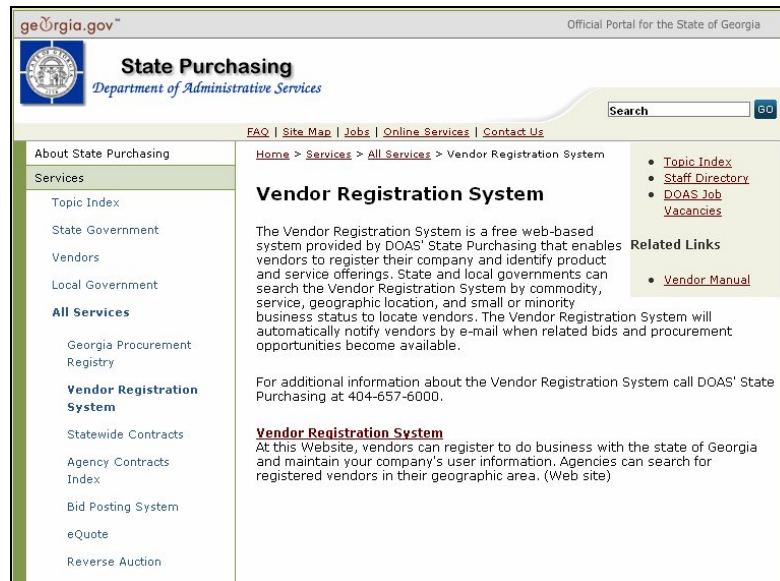


Next find the
Vendor section

Click: [Vendor Registration System](#)

The following screen will appear:


The following screen will appear:



Click: [Vendor Registration System](#)

The following screen will appear

Vendor Registration System



Vendors
[Register](#) to do business with the State of Georgia.
This database gives state agencies easy access to the goods and services your company provides. You may also elect to receive electronic bid notifications.

[Login](#) Review, change and update your company's profile information; renew or cancel your registration; change your password.

Agencies
[Search](#) for vendors in your area that provide the products and services you need. Also, search for minority and small business enterprises by geographic location.

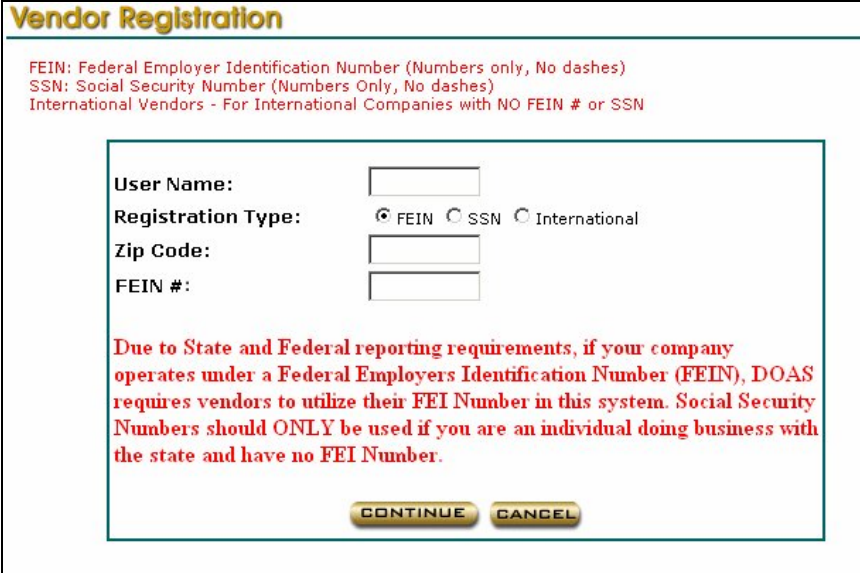
[Frequently Asked Questions](#)
[Contact System Administrator](#)

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All rights reserved
Department of Administrative Services

Click: [Register](#) to get started

Click: [Register](#)

The following screen will appear:



Vendor Registration

FEIN: Federal Employer Identification Number (Numbers only, No dashes)
SSN: Social Security Number (Numbers Only, No dashes)
International Vendors - For International Companies with NO FEIN # or SSN

User Name:

Registration Type: ☒ FEIN ☐ SSN ☐ International

Zip Code:

FEIN #:

Due to State and Federal reporting requirements, if your company operates under a Federal Employers Identification Number (FEIN), DOAS requires vendors to utilize their FEI Number in this system. Social Security Numbers should ONLY be used if you are an individual doing business with the state and have no FEI Number.

Enter: **User Name.** This should be a name you will remember, not your email address

Click: **Registration Type:** This defaults to FEIN. You may choose to use SSN but it is not recommended

Enter: **Zip Code:** The zip code of the company

Enter: **FEIN # (or SSN if that button was selected):** Type in the number, no dashes

Click:

Sample:

Vendor Registration

FEIN: Federal Employer Identification Number (Numbers only, No dashes)
SSN: Social Security Number (Numbers Only, No dashes)
International Vendors - For International Companies with NO FEIN # or SSN



User Name:
Registration Type: ☒ FEIN ☐ SSN ☐ International
Zip Code:
FEIN #:

Due to State and Federal reporting requirements, if your company operates under a Federal Employers Identification Number (FEIN), DOAS requires vendors to utilize their FEI Number in this system. Social Security Numbers should ONLY be used if you are an individual doing business with the state and have no FEI Number.


The following screen will appear:



Vendor Registration

Note: Items marked with * are required.
For items marked with  hold the CTRL Key and click to select multiple options.

FEI#:
* Company Name:
* Headquarters Address:
* City:
County:
State:
* ZIP: -
* Counties Served:  Please Select All That Apply
All counties in Georgia
Appling
Atkinson
Bacon
* Primary Contact Person: First Name M.I. Last Name
* Primary Contact Phone: Ext:
Primary Contact Fax:
* Primary Contact Email:
* Receive Bid Notices: ☒ Yes ☐ No
* 1099 Vendor: ☐ Yes ☒ No 
1099 Classification

Completing the on-line Vendor Registration form

Note: Items marked with * are required.
For items marked with  hold the CTRL Key and click to select multiple options.

FEI#:	486567304		
* Company Name:	<input type="text" value="Troy Master, Inc"/>		
* Headquarters Address:	<input type="text" value="12345 Main Street"/> <input type="text"/>		
* City:	<input type="text" value="Duluth"/>		
County:	Gwinnett		
State:	GA		
* ZIP:	<input type="text" value="30096"/> - <input type="text"/>		
* Counties Served:	<div>Please Select All That Apply </div> <div><input checked="" type="checkbox"/> All counties in Georgia</div> <div><input type="checkbox"/> Appling</div> <div><input type="checkbox"/> Atkinson</div> <div><input type="checkbox"/> Bacon</div>		
* Primary Contact Person:	First Name	M.I.	Last Name
	<input type="text" value="Troy"/>	<input type="text"/>	<input type="text" value="Master"/>
* Primary Contact Phone:	<input type="text" value="770"/>	<input type="text" value="465"/>	<input type="text" value="2345"/> Ext: <input type="text"/>
Primary Contact Fax:	<input type="text" value="770"/>	<input type="text" value="465"/>	<input type="text" value="2346"/>
* Primary Contact Email:	<input type="text" value="troymaster@comcast.net"/>		
* Receive Bid Notices:	<input checked="" type="radio"/> Yes <input type="radio"/> No		
* 1099 Vendor:	<input type="radio"/> Yes <input checked="" type="radio"/> No 		

Part 1:

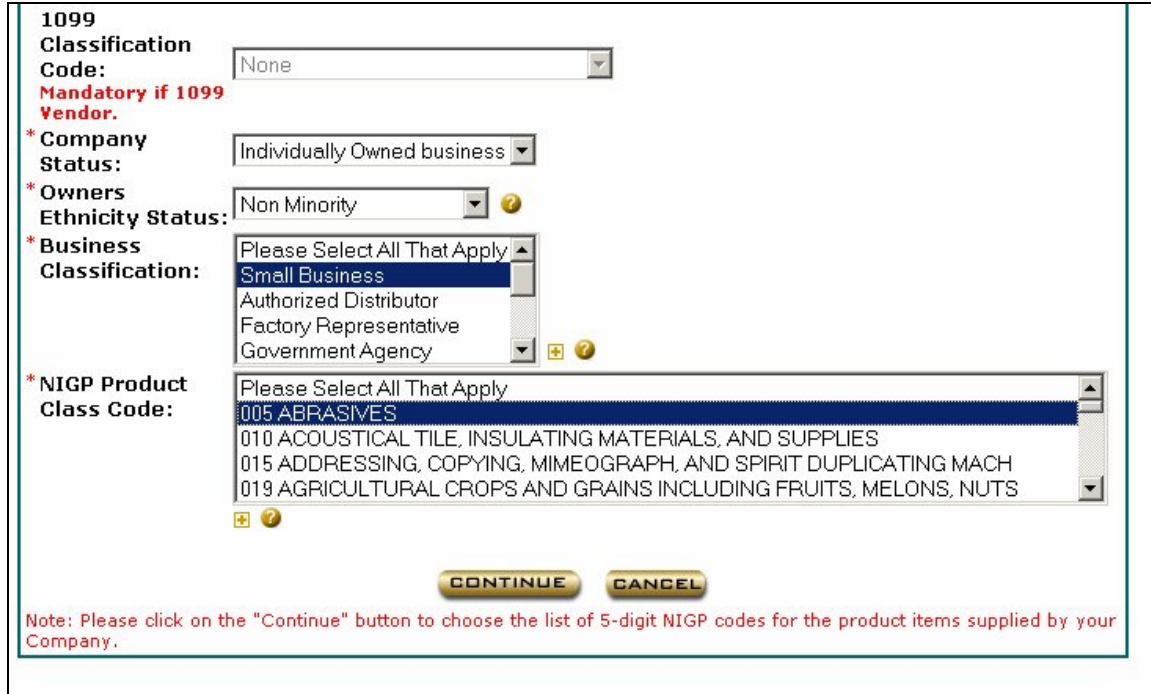
1. Company Name: Enter the name of the company as is officially registered
2. Headquarters: Enter the official headquarters of the company
3. Counties Served: Enter the counties your company serves
4. Primary Contract: Enter the name, phone, fax and email of the primary contact
5. Receive Bid Notices: Click No only if you do not want to receive email notices of bids. This is not recommended
6. 1099 Vendor: Click Yes if this applies.

What is a "1099 vendor"?

This means the State is required to file IRS Form 1099 MISC if services have been received from your company. It applies primarily to vendors who provide "services" and excludes corporations, unless the service provided is for medical or health care services or attorneys fees. Vendors who are service providers and are not incorporated should therefore indicate that they are 1099 vendors and provide the requested information.

If you are still uncertain whether or not your firm fits this classification, please contact your local IRS office.

Part 2:



1099 Classification
Code:

Mandatory if 1099 Vendor.

* **Company Status:**

* **Owners Ethnicity Status:**

* **Business Classification:**
Small Business
Authorized Distributor
Factory Representative
Government Agency

* **NIGP Product Class Code:**
005 ABRASIVES
010 ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
015 ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACH
019 AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS

Note: Please click on the "Continue" button to choose the list of 5-digit NIGP codes for the product items supplied by your Company.

7. Company Status: Select from the list provided
8. Owners Ethnicity Status: Select from the list provided

Owners Ethnicity Status Definitions

A minority business (or minority business enterprise - MBE) is one that is owned or controlled by one or more minority persons. Owned and controlled means a business which is:

- A. a sole proprietorship legitimately owned by an individual who is a minority person;
- B. a partnership or joint venture controlled by minority persons and in which at least 51 percent of the beneficial ownership interests are legitimately held by minority persons;
- C. a corporation or other entity controlled by minority persons and in which at least 51 percent of the beneficial ownership interests are legitimately held by minority persons.

The State of Georgia recognizes five (5) minority groups; Asian American, Native American, African American, Hispanic/Latino and Pacific Islander.

Woman-owned businesses are not considered minority businesses in the State of Georgia. Minority, in the State of Georgia, is based on ethnicity, not gender.

The State of Georgia recognizes five (5) minority groups; Asian American, Native American, African American, Hispanic/Latino and Pacific Islander.

What is the difference between registration & certification?

Registration simply means that:

- A. Your business will now be available to purchasing officers from state agencies, colleges and institutions as a source for solicitation of contracting opportunities; and
- B. You will receive electronic notification when a bid opportunity occurs in your specific business category, if you so choose.


Registration is open to any business wishing to enter into a business contract with the State of Georgia.


Certification (as used in this registry) is a process open only to minority business enterprises. Certified vendors have met a specific set of criteria which validates their minority status and makes them eligible for a wider range of state and federally funded contracts. (Please contact the Governor's Small Business Center for more information.)

9. NIGP Product Class Code: Select the 3 Digit Code that describes what goods or services your company provides. You may select several if that is appropriate. Hold down the CTRL key on your keyboard to do so.

10. Click: 

Vendor Registration

Note: For items marked with  hold the CTRL Key and click to select multiple options.
If no Product Item Codes are selected for a particular Product Class it is assumed that all Product Item Codes apply.

* 5 Digit NIGP Product Item Codes: 

Please Select All That Apply

- ☒ 00505 Abrasive Equipment and tools.
- ☐ 00514 Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
- ☐ 00521 Abrasives, Sandblasting, Metal
- ☐ 00528 Abrasives, Sandblasting (Other than Metal)
- ☐ 00542 Abrasives, Solid: Wheels, Stones, etc.
- ☐ 00556 Abrasives, Tumbling (Wheel)
- ☐ 00563 Grinding and Polishing Compounds: Carborundum, Diamond, etc. (For Val
- ☐ 00570 Pumice Stone
- ☐ 00575 Recycled Abrasives Products and Supplies

Note: You have now completed the mandatory portion of the registration process. Click Finish to submit your registration. If you would like to enter additional contact information, click "Continue", or feel free to add it to your profile at a later time.

BACK



CONTINUE

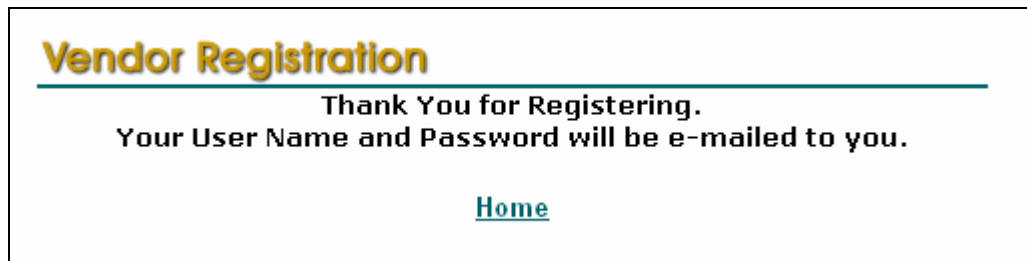
CANCEL

FINISH

5 DIGIT

Part 3: (page 2)

11. Select the 5 digit NIGP Code that best further describes the goods or services your company provides. You may select several using the same method describes in Step 9.
12. Click:  to add additional contact information (if applicable)or
Click:  to complete the process
13. The following will appear.



After you are registered

You will receive your user name and password. You will then be able to log into the system to add or amend the information you provided. Please note that you should do so whenever the following occurs:

- A change in your company name, address, phone, etc.
- A change in the email address
- A change of personnel listed as primary or secondary, etc. contact
- A change in the products or services your company provides
- You want to change your password
- You want to unenroll in the Vendor Registration System

You should periodically log back into the system to make sure your information is correct and up-to-date. If you log in and see the following, you will need to contract our office at 404-657-6000 to get assistance.

Errors Found in the Form	
Error Code	Error Description
UI009	Your firm remains in the DOAS registration system, but has been deactivated from business opportunities due to inactivity. Please contact the System Administrator at 404-656-5720 and request reactivation of your registration account. After contacting the System Administrator and receiving further instructions, please sign into the system and verify your firm's registration account has been activated.

Section 2: Responding to an eQuote Opportunity

Getting Notice of the eQuote Bid Opportunity

As a vendor registered with the Vendor Registration System, you may receive an email offering you the opportunity to respond to an eQuote solicitation.

If your email address on the Vendor Registration system is inaccurate or inactive or if you have a firewall program that blocks the email, that notice will not be received.

Here is an example of an email received by a vendor:

```
eQuote Announcement to Vendors

WESTBROOK, JOE
joewestbrook@jharlen.com
J. HARLEN CO.

ADMINISTRATIVE,SERVICES AGENCY, a Georgia government entity, has posted an eQuote opportunity which is available for your company's response. Your firm was randomly selected based on NIGP code(s) listed in your Vendor Registration System profile.

This eQuote titled, 07 Demin Jeans, is accessible for on-line viewing and reply only. It will close on (03-26-07) at (01:00 PM) .

To access this eQuote and submittal form, the following system USER-ID and PASSWORD are required.

NOTE: The USER-ID and PASSWORD are provided for this bid only. They are not related to your user name and password in the Vendor Registration System. Once you have submitted your bid, or the bid has closed, the USER-ID and PASSWORD shown below will be deactivated.

USER-ID: joewestbrook@jharlen.com
PASSWORD: quote27786

If you have any questions regarding this eQuote, you may email (student07, student07) at (student07@doas.ga

Thank you for your interest in opportunities with Georgia Government.

Click on the link below to access the eQuote system:

http://ssl.doas.state.ga.us/PR\$appttrain1/V.jsp?k=EQ-07-40300-124
```

This is the link the vendor uses to access the eQuote system

Steps the Vendor Takes to Respond to the eQuote invitation

The eQuote system email includes the link the vendor uses to access eQuote.

The link opens the following screen (sample):

The screenshot shows the 'eQuote Bid System' login interface. At the top, the title 'eQuote Bid System' is displayed in blue. Below it, the 'Bid Number EQ-07-40300-51' is shown in red. A green instruction line reads: 'Please use the User-ID and Password that was emailed to you to gain access.' Below this, a red note states: 'Please note that your UserID and Password are case sensitive.' The login fields include 'User ID:' and 'Password:' with corresponding input boxes, and a 'Login' button. A red 'Disclaimer' is at the bottom. Two callout boxes on the right provide additional context: one points to the bid number, stating 'The unique eQuote number is located at the top of the page', and the other points to the login fields, stating 'Each vendor is given a one-time user id and password to use to respond to the eQuote'.

eQuote Bid System

Bid Number EQ-07-40300-51

Please use the User-ID and Password that was emailed to you to gain access.

Please note that your UserID and Password are case sensitive.

User ID:

Password:

Login

Disclaimer: You are attempting to access resources owned by the State of Georgia, Department of Administrative Services (DOAS). These resources are to be accessed by authorized users only. If you have not been specifically authorized to access these resources, do not proceed any further. Unauthorized access could subject you to liability or criminal prosecution. DOAS network communications and interaction are subject to monitoring and audit. By accessing the DOAS network, you are consenting to having your interaction with and use of DOAS network resources monitored, audited, retrieved, copied and disclosed to third parties.

The vendor can only use the one-time user-id and password to get access to the eQuote.
Note: This is NOT your Vendor Registration System user id or password.

In our example, the vendor is being given an opportunity to respond to the eQuote for Denim Jeans.

Here are the steps the vendor needs to take:

1. Enter the one-time user id and password using lowercase letters. It is recommended that the vendor simply copy from the email and then paste onto the eQuote Bid System screen.

The result would look as follows:

eQuote Bid System

Bid Number EQ-07-40300-51

Please use the User-ID and Password that was emailed to you to gain access.

Please note that your UserID and Password are case sensitive.

User ID:

Password:

Login

Disclaimer: You are attempting to access resources owned by the State of Georgia, Department of Administrative Services (DOAS). These resources are to be accessed by authorized users only. If you have not been specifically authorized to access these resources, do not proceed any further. Unauthorized access could subject you to liability or criminal prosecution. DOAS network communications and interaction are subject to monitoring and audit. By accessing the DOAS network, you are consenting to having your interaction with and use of DOAS network resources monitored, audited, retrieved, copied and disclosed to third parties.

Click:

Login

The following screen appears:

eQuote Profile

REFERENCE NUMBER	EQ-07-40300-124
TITLE	07 Demin Jeans
STATUS	Open
AGENCY CODE	40300
AGENCY NAME	ADMINISTRATIVE,SERVICES AGENCY
BUYER	student07, student07
BUYER EMAIL	student07@doas.ga.gov
DATE POSTED	03-20-2007 01:01 PM
FISCAL YEAR	07
CLOSING DATE	03-26-2007
CLOSING TIME	01:00 PM
FOB DESTINATION FLAG	yes
SHIPPING INFORMATION	Unit price must be FOB destination, to include shipping costs.

By responding to this eQuote solicitation and submitting a bid, Contractor hereby agrees that the eQuote Standard Terms and Conditions, which are linked to this solicitation, shall govern any resulting contract award. Please print a copy for your records.

[Solicitation Instructions](#)
[Terms and Conditions](#)

LINE NUMBER	UNIT MEASURE	NUMBER UNITS	DESCRIPTION/MODEL/BRAND	NIGP NUMBER	DOCUMENT LINK
1	Each	1500	Denim Jeans size small to 5x. Assorted lengths. Zipper in front with side pockets	20044	N/A
2	Each	100	Elastic waist jeans----size 6x	20044	N/A

[I will Bid now](#)
[I will Bid later](#)
[I Do Not Wish to Bid on this Opportunity](#)

The eQuote page includes instructions to help the vendor understand purchasing-related definitions and information.

To review these instructions:

Click: [Solicitation Instructions](#)

The following screen will appear:

STATE OF GEORGIA
eQuote Solicitation Instructions

Please note that these instructions may be supplemented by additional instructions or special terms provided by the Agency in the Request for Quotes.

1.0 DEFINITIONS

- 1.1 "Agency" means the State of Georgia entity identified in the eRFQ to contract with the successful vendor.
- 1.2 "eRFQ" means the electronic Request for Quotes (and any amendments or addenda thereto).
- 1.3 "Response" means the vendor's quote, including any accepted modifications or clarifications.

2.0 SOLICITATION

- 2.1 **eRFQ Requirements.** Vendors must respond as directed to all required specifications or other mandatory requirements, including providing all requested information, forms, product samples or demonstrations.
- 2.2 **References to Brand Name Products.** Unless otherwise specified, references to brand name or trade name/mark products are intended to be descriptive, but not restrictive, and are used to indicate the quality and characteristics of products that may be offered. Other products may be considered for award if such products are clearly identified and are determined by the Agency to meet its needs in all respects. All Responses must indicate the brand name and model or series number of the product offered and include such specifications, catalog pages, or other data that will provide an adequate basis for determining the quality and functional capabilities of the product offered.
- 2.3 **Amending or Canceling the Solicitation.** The Agency reserves the right to amend the eRFQ without prior notice, at any time, at its sole discretion by one or more written addenda. The eRFQ may be withdrawn or cancelled by the Agency at any time.

3.0 VENDOR'S SUBMITTED RESPONSE

- 3.1 **Vendor's Offer.** The vendor understands and agrees that the Response constitutes an offer, which, when accepted in writing by the Agency, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the vendor and the Agency. Unless indicated otherwise in the eRFQ, the offer conveyed by the Response shall remain open for a period of thirty (30) days from the date of the eRFQ closing, which offer may be extended with the vendor's consent. All Responses shall be made in accordance with the provisions of the Georgia Vendor Manual, these instructions and the eRFQ. In case of a conflict between these instructions and the Georgia Vendor Manual, the former shall govern.
- 3.2 **Vendor Pricing.**
 - 3.2.1 **Offered Pricing.** Vendors are requested to quote net prices. In the event there is a discrepancy between the quoted unit price and the extended price, the unit price shall govern.
 - 3.2.2 **Cash Discounts.** Any cash discount offered to the Agency must be clearly identified in the Response. In the event that the State is entitled to a cash discount, the period of computation will commence on the date of delivery, or receipt of a correctly completed invoice indicating the discount, whichever occurs later.
- 3.3 **Delivery.** Unless otherwise specified in any terms and conditions attached to the eRFQ, all product deliveries will be F.O.B. destination and all shipping charges must be included in the quoted cost.
- 3.4 **Impermissible Language.**
 - 3.4.1 **Late Charges or Interest Charges.** Responses containing provisions for late or interest charges cannot be awarded a contract. Vendors must "strike through" any such provisions in printed forms and initial such revisions prior to submitting a Response to the Agency.
 - 3.4.2 **"Minimum" Provisions.** Responses containing minimum order, shipping quantity or dollar value provisions, unless otherwise called for in the eRFQ, may be determined non-responsive.

Issued September 21, 2006

SFD-SPO06

The two page document can be read on the screen or printed and retained for reference.

The Standard Terms and Conditions for eQuote Goods and Services is also available to the vendor:

To view the Standard Terms and Conditions for eQuote Goods and Services;

Click: [Terms and Conditions](#)

The following will appear:

	<p style="text-align: center;">STATE OF GEORGIA eQUOTE STANDARD TERMS AND CONDITIONS FOR GOODS AND/OR SERVICES</p> <p>A. DEFINITIONS Definitions. The following words shall be defined as set forth below:</p> <p>(i) "Agency" means the State of Georgia entity identified in the eRFQ to contract with the successful vendor.</p> <p>(ii) "Contract" means the agreement between the Agency and the Contractor as defined by the State of Georgia eQuote Standard Terms and Conditions and all incorporated documents.</p> <p>(iii) "Contractor" means the provider of the goods and/or services under the Contract.</p> <p>(iv) "Response" means the Contractor's submitted response to the eRFQ, including any modifications or clarifications explicitly accepted by the Agency in writing.</p> <p>(v) "eRFQ" means the Request for Quotes or other solicitation document (and any amendments or addenda thereto) that was used to posted to solicit the goods and/or services that are subject to the Contract.</p> <p>B. INCORPORATED DOCUMENTS Incorporated Documents. The terms, conditions, and specifications of the eRFQ and the Contractor's Response are hereby incorporated by reference and made a part hereof just as if they had been fully set out herein. In the case of any inconsistency or conflict among the specific provisions of the Contract and any incorporated documents, any inconsistency or conflict shall be resolved as follows: first, by giving preference to the specific provisions of the Contract; second, by giving preference to the specific provisions of the eRFQ; and third, by giving preference to the specific provisions of the Contractor's Response. Any pre-printed terms and conditions included on Contractor's forms or invoices shall be null and void.</p> <p>C. DURATION OF CONTRACT</p> <p>1. Contract Term. The Contract between the Agency and the Contractor shall begin and end on the dates specified in the eRFQ, unless terminated earlier in accordance with the applicable terms and conditions of this Contract. Pursuant to O.C.G.A. Section 50-5-64, this Contract shall not be deemed to create a debt of the State for the payment of any sum beyond the fiscal year of execution or, in the event of a renewal, beyond the fiscal year of such renewal.</p> <p>2. Contract Renewal. The agency shall have the option, in its sole discretion, to renew the Contract for additional renewals only as defined in the eRFQ on a year-to-year basis by giving the Contractor written notice of the renewal decision at least sixty (60) days prior to the expiration of the initial term or renewal period and obtaining the Contractor's written consent. Upon the Agency's election, in its sole discretion, to renew any part of this Contract, Contractor shall remain obligated to perform in strict accordance with this Contract.</p> <p>3. Contract Extension. In the event that this Contract shall terminate or be likely to terminate prior to the making of an award for a new contract for the identified goods and/or services, the Agency may, with the written consent of Contractor, extend this Contract for such period as may be necessary to afford the State a continuous supply of the identified goods and/or services.</p> <p>D. DELIVERABLES</p> <p>1. Specifications in Bidding Documents. The Contractor shall provide all goods, services, and other deliverables required in the eRFQ that comply with the specifications contained in the eRFQ and the terms of the Contract, plus those goods, services and deliverables as may additionally be described in Contractor's Response.</p> <p>2. Product Shipment and Delivery. All products shall be shipped F.O.B. destination to the location(s) specified in the eRFQ or as provided in the Agency's purchase instrument. All items shall be at the Contractor's risk until they have been delivered and accepted by the receiving entity. All items shall be subject to inspection on delivery. Hidden damage will remain the responsibility of the Contractor to remedy without cost to the Agency, regardless of when the hidden damage is discovered.</p> <p>3. Reporting Requirements. Unless otherwise provided in the eRFQ, Contractor shall keep a record of the purchases made pursuant to the Contract and shall submit a quarterly written report to the Agency. The Contractor shall</p> <p style="text-align: left;"><small>Issued September 21, 2006</small></p> <p style="text-align: right;"><small>SFD-CPS22</small></p>	
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The six (6) page document can be read on screen or printed and retained for future reference.

Note the following statement that appears on the page.

By responding to this eQuote solicitation and submitting a bid, Contractor hereby agrees that the eQuote Standard Terms and Conditions, which are linked to this solicitation, shall govern any resulting contract award. Please print a copy for your records.

At times, the eQuote might have an additional attachment that is specific to that eQuote. It is important that the vendor click open and read the information on the attachment.

Choices regarding responding to the eQuote invitation

The vendor is given three choices regarding the eQuote:

- To bid now
- To bid later
- To decline the bid opportunity

Let's look at each of these.

To decline the bid opportunity:

Click:

I Do Not Wish to Bid on this Opportunity

The following screen taking the vendor to the Georgia Procurement Registry page will appear:

The screenshot shows a web form titled "SEARCH CRITERIA". Below the title is a note: "The following search criteria may be used in any combination. If no bids meet ALL of the selected criteria, no search results will be displayed." The form includes several sections: "Bid Status" with a dropdown menu set to "OPEN"; "Government Type" with a dropdown menu set to "ALL GOVERNMENT TYPES"; "Select Government Entity" with a dropdown menu set to "ALL GOVERNMENT ENTITIES"; "Search Title and Description" with a text input field and a placeholder "(Enter word or phrase.)"; and "Sort Bid List By" with a dropdown menu set to "BID NUMBER". At the bottom of the form are two buttons: "SEARCH" and "RESET".

Invites the vendor to search for other open bid opportunities

The vendor will receive the following message if an attempt is made to use the one-time user id and password again to re-enter the eQuote:

eQuote Bid System

Bid Number **EQ-07-40300-51**

Please use the User-ID and Password that was emailed to you to gain access.

Please note that your UserID and Password are case sensitive.

User ID:

Password:

Login

This USER ID and PASSWORD indicated that they did not wish to bid on this opportunity therefore, the USER ID and PASSWORD for this eQuote has been deactivated.

Disclaimer:You are attempting to access resources owned by the State of Georgia, Department of Administrative Services (DOAS). These resources are to be accessed by authorized users only. If you have not been specifically authorized to access these resources, do not proceed any further. Unauthorized access could subject you to liability or criminal prosecution. DOAS network communications and interaction are subject to monitoring and audit. By accessing the DOAS network, you are consenting to having your interaction with and use of DOAS network resources monitored, audited, retrieved, copied and disclosed to third parties.

To decide to bid later on the eQuote:

Click:

The screen taking the vendor to the Georgia Procurement registry will appear.

SEARCH CRITERIA

The following search criteria may be used in any combination. If no bids meet ALL of the selected criteria, no search results will be displayed.

Bid Status

OPEN

Government Type

ALL GOVERNMENT TYPES

Select Government Entity

ALL GOVERNMENT ENTITIES

Search Title and Description

(Enter word or phrase.)

Sort Bid List By

BID NUMBER

SEARCH

RESET

When the vendor is ready to bid on the eQuote (which must be before the eQuote bid closes), the same access page, user id and password is used. The vendor then sees the following again:

eQuote Profile

REFERENCE NUMBER	EQ-07-40300-124
TITLE	07 Demin Jeans
STATUS	Open
AGENCY CODE	40300
AGENCY NAME	ADMINISTRATIVE,SERVICES AGENCY
BUYER	student07, student07
BUYER EMAIL	student07@doas.ga.gov
DATE POSTED	03-20-2007 01:01 PM
FISCAL YEAR	07
CLOSING DATE	03-26-2007
CLOSING TIME	01:00 PM
FOB DESTINATION FLAG	yes
SHIPPING INFORMATION	Unit price must be FOB destination, to include shipping costs.

By responding to this eQuote solicitation and submitting a bid, Contractor hereby agrees that the eQuote Standard Terms and Conditions, which are linked to this solicitation, shall govern any resulting contract award. Please print a copy for your records.

Solicitation Instructions

Terms and Conditions

LINE NUMBER	UNIT MEASURE	NUMBER UNITS	DESCRIPTION/MODEL/BRAND	NIGP NUMBER	DOCUMENT LINK
1	Each	1500	Denim Jeans size small to 5x. Assorted lengths. Zipper in front with side pockets	20044	N/A
2	Each	100	Elastic waist jeans----size 6x	20044	N/A

I will Bid now

I will Bid later

I Do Not Wish to Bid on this Opportunity

The same choices are available as before.

To decide to bid on the eQuote now:

Click:

The following screen will appear:

eQuote Bid

REFERENCE NUMBER	EQ-07-40300-51
TITLE	Denim Jeans
AGENCY	40300
BID CLOSING DATE	02-21-2007
BID CLOSING TIME	9:00 AM
BUYER NAME	student22, student22
BUYER EMAIL	student22@doas.ga.gov
POSTING DATE	02-14-2007 4:18 PM
SHIPPING INFORMATION	Unit price must be FOB destination, to include shipping costs.
BIDDER NAME	<input type="text"/>
BIDDERS PHONE #	<input type="text"/>
BIDDER COMMENT	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

LINE #	NIGP CODE	DESCRIPTION	NUMBER OF UNITS	UNIT OF MEASURE	YOUR BID AMOUNT PER UNIT	TOTAL PER LINE	DOCUMENT LINK
1	20044	Denim jeans	1500	Each	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	N/A
2	20044	Elastic waist denim jeans--size 6x	100	Each	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	N/A

30 Day Pay Discount	<input type="text" value="0.0"/> %
Your Total Bid Amount	<input type="text" value="0.00"/>

Steps for completing the eQuote bid process:

1. Bidder Name: The vendor must enter the name of the person entering the bid. Note that on some occasions, more than one invitation to bid on the eQuote might be sent to the same company. Should that situation occur, it is important to have the name of the person submitting each bid and not the name of the company.

2. Bidders Phone #: A phone number is needed should the situation arise whereby the bidder needs to be contacted.
3. Bidder Comment: This open text box is provided to enable the bidder to provide additional information or comments relevant to the bid.
4. Bid amount per unit: The vendor enters the bid amount per unit for each line. The eQuote system automatically calculates the total per line.
5. 30 Day Pay Discount: The vendor enters the percentage discount, if applicable.
6. Total Bid Amount: The eQuote system automatically calculates the total bid amount, including the discount. However, the discount does not appear in the total until after the **Confirm Bid** button is clicked.

Sample:

eQuote Bid

REFERENCE NUMBER

EQ-07-40300-51

TITLE

Denim Jeans

AGENCY

40300

BID CLOSING DATE

02-21-2007

BID CLOSING TIME

9:00 AM

BUYER NAME

student22, student22

BUYER EMAIL

student22@doas.ga.gov

POSTING DATE

02-14-2007 4:18 PM

SHIPPING INFORMATION

Unit price must be FOB destination, to include shipping costs.

BIDDER NAME

Tom Moore

BIDDERS PHONE #

678-522-1811

BIDDER COMMENT

We can also provide assorted colors

LINE #	NIGP CODE	DESCRIPTION	NUMBER OF UNITS	UNIT OF MEASURE	YOUR BID AMOUNT PER UNIT	TOTAL PER LINE	DOCUMENT LINK
1	20044	Denim jeans	1500	Each	20.00	30000.00	N/A
2	20044	Elastic waist denim jeans--size 6x	100	Each	22.00	2200.00	N/A

30 Day Pay Discount

5

%

Your Total Bid Amount

32200.00

Confirm Bid

Click:

Confirm Bid

The next screen that appears shows all that was entered by the vendor in Red:

eQuote Bid Confirmation

REFERENCE NUMBER EQ-07-40300-51
TITLE Denim Jeans
AGENCY 40300
BID CLOSING DATE 02-21-2007
BID CLOSING TIME 9:00 AM
BUYER NAME student22, student22
BUYER EMAIL student22@doas.ga.gov
POSTING DATE 02-14-2007 4:18 PM
SHIPPING INFORMATION Unit price must be FOB destination, to include shipping costs.
BIDDER NAME **Tom Moore**
BIDDERS PHONE # **678-522-1811**
BIDDER COMMENT **We can also provide assorted colors**

LINE #	NIGP CODE	DESCRIPTION	NUMBER OF UNITS	UNIT OF MEASURE	YOUR BID PER UNIT	TOTAL PER LINE	DOCUMENT LINK
1	20044	Denim jeans	1500	Each	\$ 20.00	\$ 30000.00	N/A
2	20044	Elastic waist denim jeans-- size 6x	100	Each	\$ 22.00	\$ 2200.00	N/A

30 Day Pay Discount 5.0 %
Your Total Bid Amount \$ 30590.00

The information you entered is in red print.

7. If the vendor determines the information is not correct or not what he or she wants to submit, then is clicked.

In this example the vendor decides the bid amount for the 6x jeans is too low and clicks the button;

The following screen appears:

eQuote Bid

REFERENCE NUMBER EQ-07-40300-51
TITLE Denim Jeans
AGENCY 40300
BID CLOSING DATE 02-21-2007
BID CLOSING TIME 9:00 AM
BUYER NAME student22, student22
BUYER EMAIL student22@doas.ga.gov
POSTING DATE 02-14-2007 4:18 PM
SHIPPING INFORMATION Unit price must be FOB destination, to include shipping costs.
BIDDER NAME
BIDDERS PHONE #
BIDDER COMMENT

LINE #	NIGP CODE	DESCRIPTION	NUMBER OF UNITS	UNIT OF MEASURE	YOUR BID AMOUNT PER UNIT	TOTAL PER LINE	DOCUMENT LINK
1	20044	Denim jeans	1500	Each	<input type="text" value="20.00"/>	<input type="text" value="30000.00"/>	N/A
2	20044	Elastic waist denim jeans-- size 6x	100	Each	<input type="text" value="22.00"/>	<input type="text" value="2200.00"/>	N/A

30 Day Pay Discount %

Your Total Bid Amount

A change is made to Line #2—to 23.00 per unit:

eQuote Bid

REFERENCE NUMBER EQ-07-40300-51
TITLE Denim Jeans
AGENCY 40300
BID CLOSING DATE 02-21-2007
BID CLOSING TIME 9:00 AM
BUYER NAME student22, student22
BUYER EMAIL student22@doas.ga.gov
POSTING DATE 02-14-2007 4:18 PM
SHIPPING INFORMATION Unit price must be FOB destination, to include shipping costs.

BIDDER NAME Tom Moore

BIDDERS PHONE # 678-522-1811

BIDDER COMMENT We can also provide assorted colors

LINE #	NIGP CODE	DESCRIPTION	NUMBER OF UNITS	UNIT OF MEASURE	YOUR BID AMOUNT PER UNIT	TOTAL PER LINE	DOCUMENT LINK
1	20044	Denim jeans	1500	Each	20.00	30000.00	N/A
2	20044	Elastic waist denim jeans-- size 6x	100	Each	23.00	2300.00	N/A

30 Day Pay Discount 5.0 %

Your Total Bid Amount 30685.00

Confirm Bid

Again, Click:

Confirm Bid

The following screen appears:

eQuote Bid Confirmation

REFERENCE NUMBER	EQ-07-40300-51
TITLE	Denim Jeans
AGENCY	40300
BID CLOSING DATE	02-21-2007
BID CLOSING TIME	9:00 AM
BUYER NAME	student22, student22
BUYER EMAIL	student22@doas.ga.gov
POSTING DATE	02-14-2007 4:18 PM
SHIPPING INFORMATION	Unit price must be FOB destination, to include shipping costs.
BIDDER NAME	Tom Moore
BIDDERS PHONE #	678-522-1811
BIDDER COMMENT	We can also provide assorted colors

LINE #	NIGP CODE	DESCRIPTION	NUMBER OF UNITS	UNIT OF MEASURE	YOUR BID PER UNIT	TOTAL PER LINE	DOCUMENT LINK
1	20044	Denim jeans	1500	Each	\$ 20.00	\$ 30000.00	N/A
2	20044	Elastic waist denim jeans-- size 6x	100	Each	\$ 23.00	\$ 2300.00	N/A

30 Day Pay Discount 5.0 %
Your Total Bid Amount \$ 30685.00

The information you entered is in red print.

Change Your Bid Information

Submit Your Bid

8. If the information is correct, the bid is submitted

This is now correct.

Click:

Submit Your Bid

The following screen appears:

eQuote

This is the final decision point in the eQuote bidding process. If you click the "SUBMIT BID" button your bid will be your official bid submitted to the system. You will **NOT** be able to access it again or change it after this submission. You will **NOT** be able to submit another bid. Click on the "REVIEW" button for another review and/or to change the bid.

9. The vendor is given the opportunity to do a last review:

Click:

The following screen appears:

eQuote Bid

REFERENCE NUMBER EQ-07-40300-51
TITLE Denim Jeans
AGENCY 40300
BID CLOSING DATE 02-21-2007
BID CLOSING TIME 9:00 AM
BUYER NAME student22, student22
BUYER EMAIL student22@doas.ga.gov
POSTING DATE 02-14-2007 4:18 PM
SHIPPING INFORMATION Unit price must be FOB destination, to include shipping costs.

BIDDER NAME

BIDDERS PHONE #

BIDDER COMMENT

LINE #	NIGP CODE	DESCRIPTION	NUMBER OF UNITS	UNIT OF MEASURE	YOUR BID AMOUNT PER UNIT	TOTAL PER LINE	DOCUMENT LINK
1	20044	Denim jeans	1500	Each	<input type="text" value="20.00"/>	<input type="text" value="30000.00"/>	N/A
2	20044	Elastic waist denim jeans--size 6x	100	Each	<input type="text" value="23.00"/>	<input type="text" value="2300.00"/>	N/A

30 Day Pay Discount %

Your Total Bid Amount

Click: 

The two prior screens appear:

Click: 

Then Click:  one more time

10. The final step is the acknowledgement that the bid response has been submitted

The following screen appears:



Click: 

The following screen appears:

SEARCH CRITERIA

The following search criteria may be used in any combination. If no bids meet ALL of the selected criteria, no search results will be displayed.

Bid Status

Government Type

Select Government Entity

Search Title and Description
 (Enter word or phrase.)

Sort Bid List By

11. The vendor receives emails to confirm the bid response:

Subject: Confirmation of your eQuote bid for Ref#: EQ-07-40300-51
Tom Moore (sales@branchesllc.com), State Purchasing received your bid for eQuote Reference Number EQ-07-40300-51.

Subject: Confirmation of your eQuote bid for Ref#: EQ-07-40300-51
Tom Moore, State Purchasing received your bid of \$30685.00 for eQuote Reference Number EQ-07-40300-51.

While the Bid is Still Open

Certain situations may occur that cause the vendor to receive an email notification regarding the eQuote between the posting of the eQuote and the evaluation of the eQuote.

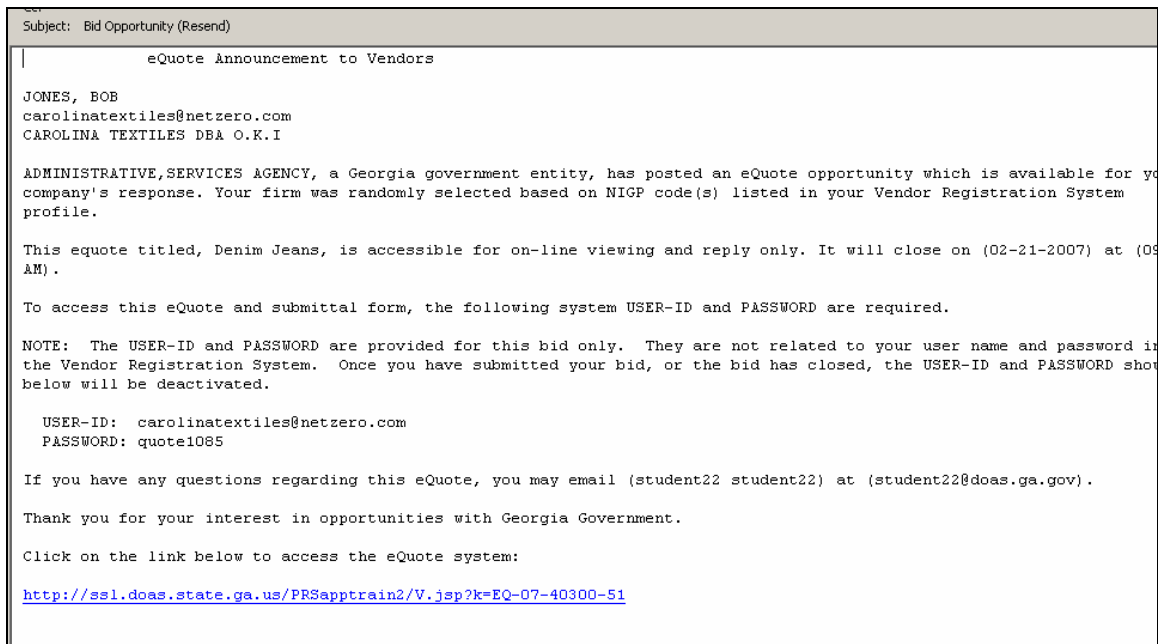
- The eQuote may be cancelled. If this happens, the vendor will receive an email stating the eQuote has been cancelled.

CC: Subject: eQuote Cancellation
This message is a notification of the cancellation of eQuote number EQ-07-40300-48 issued by ADMINISTRATIVE,SERVICES AGENCY. Thank you for your consideration.

- There has been some information regarding the eQuote that the buyer has sent out to all the vendors:

Subject: Information related to quote number: EQ-07-40300-51
Please note that all jeans in line 1 and line 2 are adult male jeans.

- If for some reason a vendor was sent an email invitation to bid on the eQuote and that email was not received by the vendor, the buyer can re-send an email invitation to that specific vendor. This email looks like:

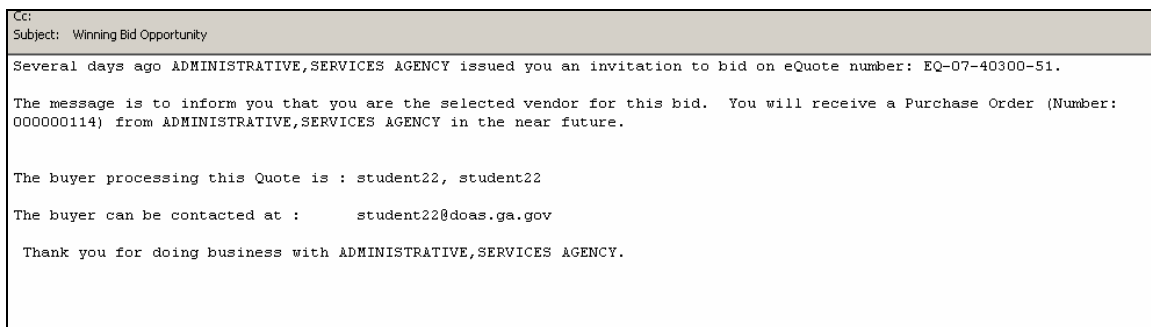


After the Bid Closes

The buyer reviews the bids submitted, evaluates the responses, and makes an award decision. (See that section of this manual).

When the award is made, all vendors are notified of the decision.

The vendor who is awarded the eQuote receives the following email:



The vendors who are not awarded the eQuote receive the following email:

Subject: Bid Opportunity Results
Several days ago ADMINISTRATIVE,SERVICES AGENCY issued you an invitation to bid on eQuote number: EQ-07-40300-51. This message is to inform you that the award was made to another vendor. ADMINISTRATIVE,SERVICES AGENCY would like to thank you for participating in this process.

Section 3: Frequently Asked Questions (FAQ's)

Below are some FAQ's that have been asked. As eQuote is used and more questions are posed, we will work to update this chapter of the manual

Question:

Can vendors add documents to their bid submissions?

Answer:

No. eQuote only considers the price submitted by the vendor.

Question:

What enhancements were made to allow a buyer to enter multiple NIGP Codes?

Answer:

Buyers can add as many lines as needed to the eQuote as long as the total does not exceed the \$49,999.99 limit. Each line can have its own NIGP Code. The awarded vendor must be able to provide the commodities or services solicited on the entire eQuote.

Question:

Can the eQuote award be split among vendors?

Answer:

No. Not at this time, but this will be considered for future system enhancements.

Question:

Will eQuote replace the requirement to post to the Georgia Procurement Registry?

Answer:

Yes, for only those solicitation being processed through the eQuote system.

Question:

What guidelines would a buyer use to determine the number of days an eQuote should be posted?

Answer:

If the eQuote is valued at \$25,000 or more, it is recommended that the posting covers a minimum of five business days. This decision should be based on the type of procurement and circumstances regarding the solicitation. A shorter posting may be appropriate if there is a rush. A longer time may be appropriate if there is no compelling reason to use a short time frame. A longer time frame may

be needed when the buyer wants to add additional vendors to afford those vendors time to respond to the eQuote.

Question:

How long can an eQuote be posted?

Answer:

eQuotes can be posted for between 2 and 20 business days.

Question:

What types of solicitations should eQuote be used for? What types of solicitations should eQuote not be used for?

Answer:

eQuote was designed for simple solicitations where price is the only determining factor. eQuote can be used for commodity and service procurements but not with an RFP. In addition, eQuote cannot be used whenever bonds are required (bid, payment or performance) or with any construction bid. eQuote cannot be used for sole source solicitations

Question:

Why can't eQuote be used for any construction bid?

Answer:

eQuote cannot be used for any construction bid because construction bids require the use of a project manual and must be posted for 30 days.

Question:

What happens if all of the bid responses are over \$49,999.99?

Answer:

The eQuote will have to be canceled. All vendors who submitted a response will be notified that the eQuote has been canceled.

Question:

Can a P-card be used to pay for the eQuote?

Answer:

Only a purchase order can be used. Use of P-card is being considered for a future enhancement.

Question:

What should I do if I have problems with eQuote?

Answer:

DOAS State Purchasing has a team of employees who will be working our Help Desk. All staff members who work on this team are being trained on eQuote. You can contact them during regular business hours at 404-657-6000.

Question:

Can a pre-bid conference or a site visit be a part of an eQuote?

Answer:

Yes.

Question:

What types of notifications do the selected vendors receive?

Answer:

Vendors, both randomly selected and those added by the buyer, receive the following email notifications:

- An invitation to participate in the eQuote solicitation
- An acknowledgment that their eQuote has been received
- A notice of any change or correction to the eQuote (optional)
- A notice if the vendor has been awarded the eQuote
- A notice if the vendor has not been awarded the eQuote
- A notice if the eQuote has been canceled